

DEPARTMENT OF EDUCATION

P. O. BOX 2120

Richmond, Virginia 23218-2120

CAREER AND TECHNICAL EDUCATION MEMO NO. 087-15

DATE: April 1, 2015

TO: CTE Administrators

FROM: Lolita B. Hall, Director
Office of Career and Technical Education Services

SUBJECT: Career and Technical Education (CTE) Data Analysis Reports for School Year 2013-2014

Based on the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) performance measures, the *Career and Technical Education Data Analysis Report(s)* (DAR) for School Year 2013-2014 will be available on Friday, April 3, 2015, via the Single Sign-on for Web Systems (SSWS) Dropbox. DAR is a school-level report issued to high schools and selected centers and Governor's STEM Academies (as applicable) offering CTE programs for students in grades 9 through 12. The report provides a school-level view of CTE program completers' performance based on statewide targets.

This information is for internal use within your school division and can be used to help inform decisions for continuous program improvement. You are encouraged to share the report with the school principal, instructional leaders, other school administrators, teachers, school counselors, and the CTE Advisory Committee. However, for reasons of student privacy, reports containing counts with less than 10 should be redacted and refrained from any public display of the information.

The school division's lead CTE administrator (or designee) will receive an automatic e-mail notification from the SSWS with login information and directions on how to access your "Dropbox" to download the DAR(s). Please download and save the reports within six days of the notification. Remember, the file(s) will be deleted automatically from the Dropbox after six days.

If you have any questions, please contact Mark Burnet, CTE data specialist, at cte@doe.virginia.gov or by telephone at (804) 371-2924.

LBH/jts